

Budget Outreach and Communications Division
Procedure for Preparing Weekly Appropriations Report
Distribution: COB every Friday

- 1) Start new weekly report working draft document every Monday morning. Save document in the K/BOC Division/Weekly Appropriations Report folder named for the date of report distribution. There are sample documents in this folder.
- 2) Monitor e-mails and voice messages for meetings, site visits, questions and answers, Congressional report action, and proposed meetings. Add items to the working report document as they come up.
- 3) Obtain feedback from BOC Division Chief after the OLA staff meetings on Mondays, and in the OFA/OLA Coordination meetings on Tuesdays to obtain any relevant information for the report that crosses between OLA and OFA.
- 4) On Wednesdays check the Question and Answer reports, Meetings and Site Visits Database, Congressional Report Tracking Database (FY 01 and FY 02). Any completed actions should be placed in the "Week Past" section, and anticipated actions should be placed in the "Week Ahead" section.
- 5) On Wednesdays place phone calls to Line Office M&B contacts (backups in parenthesis):

NOS: Mitchell Luxenberg- 301/713-3070 x 132 (Jason Shadid)

NMFS: Alan Risenhoover- 301/713-2259 x 116 (Chuck Walker)

OAR: Mary Anne Whitcomb- 301/713-2454 x 173 (Ken Jones/Dee Dee Rinaldo)

NWS: Steve Gallagher- 301/713-0720 x 101 (John Potts)

NESDIS: Janice Sessing- 301/713-9230 x 141 (Warren Hall)

OMAO: Don Spillman- 301/713-3418

Ask the following questions:

Over the last week, has anyone in your Line Office had any Congressional contacts about appropriations matters?

Are there any upcoming briefings/site visits that you need the Budget Office to assist you in arranging?

Are there any appropriations matters that need to be highlighted to the CFO (Sonya Stewart) in the next week (for example, issues regarding floor action or Conference negotiations)?

Some weeks it may not be appropriate to ask if there are briefings/site visits to be arranged. For example, during conference action, NOAA Budget only arranged briefings that were requested by the appropriations staff.

These items are usually reported in the section for “Other Issues.”

6) E-mail file to Chief of Budget Outreach and Communications by COB Wednesday for review and comment on the first draft.

7) E-mail file including BOC Division Chief’s comments to the OFA Division Directors and BOC staff responsible for compiling the DCFO weekly report by NOON Thursday for review:

8) E-mail draft report file to the Director of the Budget Office, including comments from OFA Division Directors, with a cc to the BOC Division Chief, Special Assistant to the DCFO and the DCFO’s secretary, by COB Thursday for review on Friday morning. Include a summary of Line Office input to the report in the e-mail accompanying this draft of the report.

9) Once cleared, e-mail the final version of the report document by COB Friday to the NOAA CFO and the NOAA Director of Legislative Affairs. Send with cc to Deputy Under Secretary of NOAA, Director of NOAA Budget Office, NOAA Budget Office Division Directors and Staff, DOC Budget Office Staff, NOAA Line Office Management and Budget Chiefs, NOAA PCO staff and other contacts as requested by NOAA Chief of Staff. (see distribution list below)

Appropriations Weekly Report cc List As of Tuesday August 13, 2002

Agoldsmith@doc.gov
Alan.Neuschatz@noaa.gov
Alan.Risenhoover@noaa.gov
Antonio.Irving@noaa.gov
Bob.Taylor@noaa.gov
bretzlaff@doc.gov
Brian.T.Pawlak@noaa.gov
Caren.Madsen@noaa.gov
Catherine.Marzin@noaa.gov
Charles.D.Walker@noaa.gov
Cheryl.Ambrose@noaa.gov
Christine.Maloy-Jacobs@noaa.gov
cmurray@doc.gov
Danielle.Renart@noaa.gov
David.Meiselman@noaa.gov
Debby.Kay@noaa.gov
Deborah.J.Smith@noaa.gov
Dennis.E.Dauphin@noaa.gov
Diane.Rinaldo@noaa.gov
Don.Spillman@noaa.gov
Donnie.B.Martha@noaa.gov
Eric.Locklear@noaa.gov
Howard.S.Marks@noaa.gov
James.Burgess@noaa.gov
James.Christman@noaa.gov
Janice.Sessing@noaa.gov
Jason.Goldberg@noaa.gov
Jason.Shadid@noaa.gov
Jennifer.Lechuga@noaa.gov
Jill.R.Meldon@noaa.gov
Jim.W.Carter@noaa.gov
Joanne.Swanson@noaa.gov
John.Potts@noaa.gov
John.R.Phillips@noaa.gov
Jolene.Lauriasullens@noaa.gov
jschufreider@doc.gov
Ken.Jones@noaa.gov

lauren.batte@noaa.gov
Linda.Smith@noaa.gov
Lisa.Zuckerberg@noaa.gov
Mack.A.Cato@noaa.gov
mara.browne@noaa.gov
Mary.Anne.Whitcomb@noaa.gov
Mary.Langlais@noaa.gov
Mary.Leach@noaa.gov
Mary.T.Drake@noaa.gov
Merriam.Lofgren@noaa.gov
Michael.S.House@noaa.gov
Michelle.Reed@noaa.gov
Mike.Walker@noaa.gov
Mike.Yogi@noaa.gov
Mitchell.Luxenberg@noaa.gov
Neil.Christerson@noaa.gov
Peter.Maxey@noaa.gov
PWorman@DOC.GOV
Richard.Edwing@noaa.gov
rJackson@doc.gov
Rosa.M.Chiedi@noaa.gov
Scott.B.Gudes@noaa.gov
Scott.Rayder@noaa.gov
Sennen.Salapare@noaa.gov
Stephanie.Bailenson@noaa.gov
Stephanie.Harrington@noaa.gov
Steven.Gallagher@noaa.gov
Ted.David@noaa.gov
Tiyo.Fonte@noaa.gov
Velna.L.Bullock@noaa.gov
Violet.Foster@noaa.gov
Warren.Hall@noaa.gov
William.T.Turnbull@noaa.gov
Wyevetra.Jordan@noaa.gov